

Environmental Specialist



Job Code: 3271
Grade: 129
Reports to: Environmental Services Director
Salary Range: \$51,350 - \$78,767
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult professional work developing, coordinating, implementing, and administering environmental and development standards and regulations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification maintains effective relations with the public and other professional persons to promote awareness of environmental principles and regulatory requirements throughout the community. Work is performed under general supervision requiring independent judgment and initiative based on sound environmental principles and is reviewed based on conferences, reports, and observation and evaluation of results achieved. Supervision may be exercised over subordinate technical and clerical personnel.

ESSENTIAL FUNCTIONS

Developing, coordinating, implementing, and administering environmental and development standards and regulations; reviewing development plans; enforcing environmental and development codes; preparing and maintaining appropriate files and records.

EXAMPLES OF WORK

- Develops new environmental standards and regulations.
- Conducts research, drafts regulations, solicits and responds to public comment, and proposes new or revised regulations.
- Develops, plans, and implements environmental management systems.
- Ensures that appropriate staff is aware of new or revised local, state, or federal regulations.
- Reviews development plans, participates in Development Review Team meetings.
- Oversees stormwater management, wetlands, and related regulations and controls.
- Conducts on-site assessment of environmental and development situations as necessary.
- Makes presentations and reports to the City Council and Planning Commission.
- Develops and prepares annual "State of the City Environment Report."
- Manages Strategic Direction on Natural Resources.
- Organizes community cleanups and assists community groups.
- Serves as City representative on local and regional boards, commissions, and committees.
- Prepares award and grant applications.
- Provides staff support to citizen Environmental Affairs Committee.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and practices of environmental management; thorough knowledge of modern methods and techniques as applied to the design of stormwater and drainage projects; ability to perform computations and to make recommendations on environmental and development problems and planning; ability to establish and maintain effective working relationships with City officials, employees, contractors, and the general public; ability to communicate complete ideas effectively, orally, and in writing; ability to calculate complex cost reports.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Environmental Science, Natural Resources Management, or a related field. Two (2) years of progressive professional experience in environmental management analysis, reporting, environmental impact analysis, and/or stormwater management; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, stooping, reaching, standing, walking, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.